

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Atlanta, GA		2. POSITION NUMBER 9410	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position <i>See Remarks</i>					
Official Allocation	b. Title Environmental Engineer	c. Service 0819	d. Series GS	e. Grade 13	f. CLC 001 +200
4. SUPERVISOR'S RECOMMENDATION					
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE Robert Burns		
7. ORGANIZATION (give complete organizational breakdown)					
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			e. DRINKING WATER SECTION		
b. REGION 4			f.		
c. WATER PROTECTION DIVISION			g.		
d. GRANTS & DRINKING WATER PROTECTION BRANCH			h. Organization Code <i>TODA 0000</i>		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide. <input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment. <input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager. <input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans. <input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide. <input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor		d. Typed Name and Title of Second-Level Supervisor E. Stallings Howell, Chief SDWB			
b. Signature	c. Date	e. Signature <i>E. Stallings Howell</i>		f. Date 10/27/08	
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	
c. Functional Code 94					
d. Bargaining Unit Code 9999 0012	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (_____ % of time) <input type="checkbox"/> This position is subject to random drug testing (_____)		f. Signature <i>Alvin B. Wilton</i>		g. Date 11/11/08
11. REMARKS <u>STATEMENT OF DIFFERENCE</u>					
Pen & ink change made to Org. name/code due to reorg; Effective 11-2-14 US OPM Job Family Position Classification Standard for Professional Work in Engineering & Architecture Group, 0800, 11/08.					

Environmental Engineer, GS-0819-13

INTRODUCTION

Organizational Location: This position is located in the Drinking Water Section, Safe Drinking Water Branch, Water Protection Division of the Environmental Protection Agency, Atlanta, Region 4. The Drinking Water Section is responsible for ensuring the implementation of the Safe Drinking Water Act (SDWA).

Primary Purpose: The incumbent serves as the Regional Expert for the Safe Drinking Water Information System's (SDWIS or SDWIS-Fed) front end product called SDWIS-STATE. SDWIS is the database of record for the implementation of the SDWA. States in Region 4 are using SDWIS State as their State Data Base of Record and the Region 4 Drinking Water Section is using SDWIS-STATE to manage monitoring and administrative records for tribal water systems. SDWIS-STATE is designed to interface with SDIS-Fed to upload information from SDWIS-STATE to SDWIS-Fed. The incumbent works with states to ensure proper installation, operation and functionality of SDWIS-State systems. The end result of these activities is continuing improvement in the quality of data in SDWIS-Fed.

MAJOR DUTIES

As regional SDWIS-State Coordinator, the incumbent will maintain the Region's tribal information management needs with SDWIS-State for those public water supplies under the Drinking Water Section's direct implementation responsibilities. Through SDWIS-State, the incumbent will ensure the Region's information about these water supplies is complete and that timely compliance determinations are made in the regulation of these systems.

As regional SDWIS-State Coordinator Incumbent will provide assistance to State PWSS Programs in their use of SDWIS-State. This technical assistance will include all aspects of proper installation, operation, and functionality of State SDWIS-State systems.

Coordinates with the enforcement program staff to ensure regional enforcement activities are reported into SDWIS timely and accurately. Coordinates the analysis and resolution of status report discrepancies (SNC/Exception tracking etc.) between SDWIS and State reported data or recommendations that significantly effect the content, interpretation, or development of major policies or programs concerning critical or major scientific technical issues. The position requires a mastery of applicable environmental statutes and regulations, and extensive knowledge of SDWIS-Fed and SDWIS-STATE.

Incumbent will participate in National PWSS Program Information Management workgroups, including those workgroups developing new modules for SDWIS-State and modernization of SDWIS-Fed.

Provides coordination and/or direction to various initiatives designed to meet National, Regional

and programmatic goals and objectives for data quality in SDWIS and Consumer Right-to-know initiatives. This will include marketing of SDWIS-STATE database to states to facilities the seamless transfer of data from states into SDWIS, data verification efforts and provision of training to Agency and State staff to increase data quality.

Provide leadership in designing and deploying targeting tools and indicators to support, streamline and focus the program's implementation assistance, and compliance and enforcement activities.

Provides technical, scientific, engineering, programmatic, and data management assistance and guidance to States, Tribes, the regulated community, and to the public in the interpretation of regulations, policy, and guidance for implementation of the Safe Drinking Water Act.

Analyzes and resolves complex environmental, scientific/engineering, and technical issues necessary to implement the Safe Drinking Water Act. Assists and advises EPA Headquarters, regional personnel, state and local officials, private industry, the general public and/or other Agency customers regarding engineering/scientific/technical data and/or activities necessary to implement the Safe Drinking Water Act.

Disseminates engineering/scientific/technical/programmatic information through oral briefings, written documents, and workshop/conference/seminar presentations, and/or public hearings.

Factor 1: Knowledge Required by the Position

Mastery knowledge of the theories, principles, concepts and methods of environmental engineering, environmental/physical science, or life sciences sufficient to apply new developments and theories to critical and novel problems; extend and modify approaches, precedents, and methods to solve a variety of technical problems with unprecedented aspects; make decisions and/or recommendations that significantly affect the content, interpretation or development of major policies or programs concerning critical or major issues applicable to the full range of duties concerned with implementation of the regulatory and technical assistance programs under the Public Water Supply Supervision (PWSS) Program of the Safe Drinking Water Act. The incumbent must have an extensive knowledge of the SDWA and its implementing regulations under the PWSS Program.

The position requires in-depth knowledge of the Safe Drinking Water Information System (SDWIS-Fed) and SDWIS-State. Incumbent must be able to perform complex data manipulation, transfers and management of the data for the Region's direct implementation of the PWSS program, and must have extensive knowledge of how SDWIS State interacts with and relates to SDWIS-Fed.

Knowledge and skill in performing in-depth analyses and assessing the impact of contaminants on water treatment, distribution, and on public health.

Knowledge and skill to apply new developments and experienced judgement to a variety of highly complex technical problems, particularly as related to Information Technology.

Ability to respond to both oral and written inquiries concerning EPA laws, regulations, policies, procedures, and strategies.

Factor 2: Supervisory Controls

The supervisor establishes overall objectives and resources available. The supervisor and incumbent jointly develop projects, priorities and deadlines. The incumbent independently plans and carries out assignments, interprets policy, coordinates work with others resolves most of the conflicts that arise, and keeps the supervisor informed of far-reaching implications. Completed work is reviewed from an overall standpoint in terms of feasibility and effectiveness in meeting requirements.

Factor 3: Guidelines

Technical, regulatory, and policy guidelines are often broad and nonspecific. The incumbent is required to use resourcefulness and perception based on experienced judgment, to adapt or interpret general guidelines, to deviate from or extend traditional practices, methods, and techniques; or to resolve situations where precedents are not available or not applicable.

Factor 4: Complexity

Assignments are of such breath, diversity and intensity that they involve many varied and complex features, and typically contain a combination of complex features that involve serious or difficult to resolve conflicts between technical and management requirements. The work requires originating innovative techniques, establishing criteria and standards applicable to wide range of information management and technical problems and conditions, or developing new scientific concepts or approaches that advance the state-of-the-science.

Factor 5: Scope and Effect

The work include the resolution of a broad range of critical or highly unusual technical and information management problems, development of innovative approaches or guides, or the determination of the effectiveness and validity of proposed or current policies and programs. The incumbent serves as an expert advisor and consultant to officials and managers within or outside the agency on a broad range of information management and technical activities and broad policy issues.

Factor 6: Personal Contacts

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local government, private industry, academic, environmental advocacy groups, and in some cases the media and elected officials.

Factor 7: Purpose of Contacts

The purpose of contacts is to influence or negotiate with other who may be skeptical or

uncooperative or whose interest differ from those of the program represented. Issues to be resolved are sensitive or controversial. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems in dealing with others who are working toward mutual goals.

Factor 8: Physical Demands

The work is primarily sedentary, although some effort may be required, e.g., walking standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

Factor 9: Work Environment

The work environment involves everyday risks or discomforts that requires normal safety precautions typical of such places as offices, training room, and libraries. The work area is adequately lighted, heated, and ventilated. There may be occasional exposure to moderate risks or discomfort in storage areas or hazardous waste sites.